P&E

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## FOR MYSORE STATE

[Despatch Abstract.]

Police State Examiner re Questioned documents after sending documents and requiring attendance in Law courts Issued

GOVERNMENT OF MADRAS
ABSTRACT
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POLICE - State Examiner of Questioned Documents, Madras - Instructions for sending documents to and requiring attendance in law courts - Issued.
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Distinguishing Marks.

2. All documents should bear a distinguishing mark, such as A,B, C or (1), (2), (3) etc. Any other writing on the document should be avoided. In cases of letters sent together with their envelopes or covers, the envelopes should bear a sub-mark or number to the letter it contained. Thus, if a letter is marked A, its covering envelope should be marked A-1, or if the letter is marked 1, its envelope may be marked 1-a. In the case of documents already entered as Court exhibits, the Court marks will, of course, be observed.

Stitching or Stringing of Papers.

3. In stitching or stringing papers together, care should be taken not to mutilate any written portions.

Encircling of Signatures or portions of writtings intended for examination.

4. In cases where opinion is required on or, the attention of the Examiner directed to, the signature only, or a portion of the writing, the particular portion should be clearly indicated by being encircled in pencil (black lead, or red or blue pencil). Ink marks should be avoided.

5. The encircling, or marking off, of signatures, or portions of writings, for examination, or comparison, should be carefully and neatly done by means of fine pointed pencil. The encircling should be complete and mere underlines and brackets avoided. If there are other writings in juxtaposition, the dividing line should clearly exclude the outside portions. Carelessness in this matter causes unnecessary increase of work and is apt to lead to mistakes. Special attention should be given in this connexion with regard to interpolations, additions and over writings and to signatures on bonds and on the reverse of Government Currency Notes where there are other signatures, endorsements and writings.)

Standards or Writings for comparison.

6. It is advisable to send as many specimens of the handwriting of the suspected person or persons as can conveniently be obtained. Care should be taken as to the selection of these standards, and no writing should be characterised as admitted or genuine, unless it is absolutely certain that it is so.

7. When selecting handwritings for comparison, writings written about the same period as the document in question should, as far as possible be selected. This should be done in cases where already existing writings of the suspect or accused are readily available, whether contained among correspondence or in books or registers.

8. When taking specimen handwritings of several suspected or accused persons, the writing of each individual should be taken on separate sheets and not on the same sheet. In cases where a person is required to give several specimens of his signature, it is also advisable to take each specimen on a separate paper, care being taken to remove the previously written slips from the sight of the individual when he is writing the other specimens. For the purpose of obtaining specimen handwritings the matter should be dictated. In no case should the suspect be allowed to see the documents in question to write from. When any lengthy piece of writing is dictated or given for copy, the actual time occupied in writing should be noted and also the kind of pen used and the position of the paper, while in the action of writing, i.e. whether laid on a flat hard surface, or held across the palm, or placed across the thigh or in any other position. The Officer taking the specimen should state on it the name of the writer, together with the particulars above referred to, and affix the date of the writing. He should also certify, on the same sheet, that the specimen was written in his presence.

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Dating of Writings.

9. Admitted writings, if undated, should if possible, bear on them a pencil entry giving the probable date of the writing, e.g. "said to have been written in July 1904". In the same way, if the disputed document bears no date, the supposed or probable date of writing, or the date of receipt, should be ascertained and noted.

Pen and Writing-pad.

10. When the writings of a suspected individual are required to be examined, his pen and writing-pad, if obtainable should be sent. In such cases a piece of paper should be gummed on to the pen handle containing the name of the writer, and a similar label affixed to the pad.

Sealing-wax Impressions.

11. When sending sealing-wax impressions for examination, care should be taken in the packing, so that the wax or lac is not broken in transit by the post. A thin layer of cotton placed on either side of the portion containing the seal impressions will afford safe protection.

Care of Documents of which the age or date of the writing is required.

12. In cases where the age of a document is in question, the greatest care should be taken to guard the document from handling or soiling, and especially to protect it from finger and other marks, on the written characters. In such cases if the pen and ink-pot said to have been used in the writing, are available, they should be sent.

Covering Letter, forwarding documents.

13. In all cases where documents for examination are despatched to the Examiner they should be sent, carefully packed by registered letter, or parcel post, to his official address accompanied by a memorandum or letter stating -

(1) the language of the writings;
(2) the number of exhibits sent, giving their distinguishing marks, and other necessary particulars, indicating separately the documents in question i.e. those on which opinion is sought and the admitted documents with which comparison is to be made: these latter being classified according to their respective writers;

(3) the question to the Examiner, clearly and precisely put, in regard to the particular writings or portion of writings on which opinion is desired;

(4) particulars of the case, such as title, number, date, names of complainant and accused, and section under which the charge is laid, together with any remarks as to the circumstances of the writing and on any other matters or points on which the Examiner should be informed;

(5) if a case has already been instituted, the date fixed for the next hearing with name of Court of trial.

Requisitions and Summonses for Court attendance.

14. All summonses for Court attendance should be issued on the State Examiner of Questioned Documents, Office of the Deputy Inspector-General of Police, Railways and C.I.D., Madras-4.

15. When summons for Court attendance is issued to the Examiner, a reference should be given to the number and date of the opinion sent by the Examiner.

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16. As long a notice as possible should be given to the Examiner, as to his attendance in Court being needed, and efforts should be made to arrange for dates suitable to him with regard to his other engagements. It sometimes happens that owing to an emergent call for an important case or other circumstances the Examiner is obliged to revise his current programme of Court attendances. In such cases he will suggest fresh dates for the acceptance of the Courts for which revised dates of attendance become necessary.

Issue of Commissions.

17. In cases where it is decided to issue a commission for the examination of the State Examiner of Questioned Documents it should first be ascertained from the latter what dates would be convenient. The Examiner will then intimate a date when he will be at his headquarters.

Deputing of Officers to confer with Examiner.

18. When it is desired in any special case to depute an officer to confer with the State Examiner of Questioned Documents, enquiry should be made beforehand as to the dates when the Examiner will be at headquarters and the deputed officer can conveniently see him.

Conference with Examiner prior to his examination of evidence.

19. Whenever possible the Government Pleader or Public Prosecutor in charge of the case should arrange for a preliminary personal conference with the Examiner prior to the latter's examination or living evidence.

Officers to intimate results of references.

20. All Officers making references to the Examiner should intimate to him, in due course, the final result of such reference, especially the finding in regard to the handwriting involved.

Examiner not to be detained.

21. As the State Examiner of Questioned Documents is required to keep up to his programme of Court attendances, and attend to work even while travelling, Courts and Prosecuting Officers should arrange to take his evidence promptly and not detain him longer than is absolutely necessary.

/True copy/

EM.7/8.. Superintendent.